

Wythenshawe Community Housing Group (WCHG) Talent Acquisition Privacy Notice

How WCHG will use information about job candidates

WCHG has developed this notice to ensure job candidates are aware of our policies and procedures relating to the processing of personal data in line with the Data Protection Act 2018 and the General Data Protection Regulation as amended, replaced, re-enacted or consolidated from time to time.

Personal Data

We ask for Personal Data from job candidates to assist with our Talent Acquisition and On-boarding processes. Any Personal Data which is obtained by us during the process (including any data obtained either directly from you or from third parties i.e. referees or as part of pre-employment checks) may be retained and used by WCHG for the purposes of considering your suitability for employment. The data may also be used for conducting any relevant checks i.e. “right to work”, for selected posts “DBS” and where reasonably required for our legitimate interests and compliance with applicable law.

PLEASE NOTE: If you subsequently become employed by us, the information described above will form part of your employee file. Where your application is unsuccessful WCHG we will destroy the data 12 months after the end of the relevant recruitment process.

Sensitive Personal Data

Job candidates may also provide Sensitive Personal Data including but not limited to data relating to your ethnic or racial origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our diversity monitoring form. This information is gathered for diversity monitoring purposes, and WCHG will only be able to access anonymous data. Any Sensitive Personal Data provided by you is entirely voluntary and is used to support our compliance with relevant Equality legislation.

If you have a disability or medical condition which may require specialist equipment or support at interview we will only use this information for the purpose of providing any necessary reasonable adjustments in accordance with relevant legislation.

How we store your data

Your data will initially be stored in the Networx Recruitment System, before being transferred into WCHG’s secure database.

For further information on how we handle your personal data and your rights please visit www.wchg.org.uk/privacy-notice or contact the Data Protection Officer at WCHG information.management@wchg.org.uk.